



Hunslet Moor Primary School

Job Description – Teacher of SEND learners and the designated teacher for Children Looked After

Areas of Responsibility and Key Tasks

Main purpose

As a teacher of SEND learners and the designated teacher for CLA Lead Practitioner, under the direction of the Senior Leader and SENDCO:

- Support the implementation of the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability for learners within the Silver Birch and Sycamore provisions
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Demonstrate an ongoing dedication to their own professional development in their growth as a teacher of SEND and CLA designated teacher including being committed to working towards and undertaking CPD for CLA designated teacher as supported by the school

Duties and responsibilities

Strategic development of SEN policy, provision and practice across Silver Birch and Sycamore provisions

- Have a strategic overview of provision for CLA pupils and pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Play a part in improving the skills and deployments of Inclusion Support Workers across school which impact significantly on pupil progress
- Improve the effectiveness of staff and colleagues, particularly in relation to specific areas of SEND provisions and CLA provisions
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEN and CLA policy and co-ordination of provision

- Take a lead role in developing, implementing, and evaluating policies and practice in the workplace that contribute to the effectiveness of provisions for SEND and CLA learners



specifically for SEND learners, those with complex needs. This might include disseminating materials and advising on practice, research and continuing professional development provision for inclusive practice; and assessment and impact evaluation, including through demonstration lessons and classroom observation

- Liaise and act upon direction and guidance given by the SENDCO and multi- agency professionals (eg. other schools, educational psychologists, health and social care professionals, and other external agencies) around the teaching pupils with SEN or a disability, and advise on the graduated approach to SEN and CLA support
- Provide information, guidance and support to parents and carers of SEND and CLA pupils
- Work in closely with the senior leader and SENDCO responsible for Inclusion through following the direction given and ensuring policies are implemented across provisions and all support staff are well- supported, directed and all relevant CPD provided
- Be a primary point of contact for external agencies
- Analyse assessment data for pupils with SEN or a disability or CLA pupils.
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Work with parents, teachers and support staff to children with complex special educational needs and disabilities
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Working in partnership with the SENDCO secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Working in partnership with the SENDCO parents and agencies, ensure pathways are in place for securing/ embedding provision for learners in receipt of EHCP, PEPs
- Review the education, health and care plan and PEPs with parents or carers and the pupil (where relevant)
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Any other duties that the Headteacher may from time to time ask the post-holder to perform.

Other duties and responsibilities

EQUALITY AND DIVERSITY

We are committed to, and champion, equality and diversity in all aspects of employment within Leeds City Council. All employees are expected to understand and promote equality and diversity in the course of their work.



SAFEGUARDING CHILDREN

- Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead to promote pupils' welfare and share concerns appropriately
- Promote the safeguarding of all pupils in school

The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date:



Person Specification

	Essential	Desirable
Qualifications		
Qualified Teacher status	✓	
Designated CP and CLA training completed		✓
Experience		
Experience of writing EHCP applications		✓
Experience of writing PEPs for CLA pupils		✓
Experience of making successful funding applications		✓
Professional Knowledge and Understanding		
Good knowledge of the National Curriculum 2014 for all the subjects	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
A Working Knowledge of the SEND Code of Practice 2014	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> ● Special Educational Needs and Disabilities Policy ● Safeguarding Policy ● Participation and implementation of the School Behaviour Policy ● Awareness of Health and Safety implementation in the Work Place ● Implementation of the school Equal Opportunities Policy 	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils who are CLA, SEND including writing and advising on IEPs and PEPs	✓	
A good knowledge of up to date current best practice and statutory requirements relating to SEND and CLA (for example, the Engagement Model).	✓	
Professional Skills and Abilities		
Sound ICT knowledge and skills relating to record keeping and the Leeds SEND practices including the use of Leeds Learning Network and Synergy		✓
The ability to model appropriate strategies and support and advise teaching and support staff in order to provide appropriate teaching and learning experiences for all children	✓	
Must be able to keep records of pupil progress in line with school, Local and national policies	✓	
Analyse data for groups of children and present findings to SMT, SLT and The Governing Body	✓	
Must be able to provide information through report writing for sharing information to parents and the LEA as required.	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
A passion for working in a multicultural, fast paced environment where the children are at the forefront of every decision and practice	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Good communication skills both orally and in writing	✓	
The ability to manage own workload effectively, prioritising tasks and maintaining a work life balance	✓	